

OFFICE OF THE GENERAL COUNSEL
Division of Operations-Management

MEMORANDUM OM 11-13

December 1, 2010

TO: All Regional Directors, Officers-in-Charge,
and Resident Officers

FROM: Richard A. Siegel, Associate General Counsel

SUBJECT: Legal Writing Program: Distribution of *The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts*, by Bryan A. Garner.

As part of the Legal Writing Program and our continuing commitment to excellence in legal writing, each Regional, SubRegional and Resident Office will soon receive a copy of *The Winning Brief: 100 Tips for Persuasive Briefing in Trial and Appellate Courts*, by Bryan A. Garner. The book should arrive within the next week and should be placed in the office library or some other central location where it is easily available to all professionals.

Bryan Garner is the Editor-in-Chief of Black's Law Dictionary and a respected authority on legal writing. *The Winning Brief* presents 100 tips of brief writing that are divided into 10 areas including Conveying the Big Picture, Marching Forward Through Sound Paragraphs, Editing for Brisk Uncluttered Sentences, and Choosing the Best Words. Each tip is accompanied by quotes from judges, legal scholars and other literary figures who help explain the tip. The tips are also clarified by helpful examples and explanations. Those tips include:

- Frame the deep issues at the outset so that you meet the 90-second test.
- Ease your readers' way by providing signposts.
- Ruthlessly cut unnecessary words.
- In the argument section, use argumentative headings.

Although stated and presented differently, the tips in *The Winning Brief* are entirely consistent with the principles in the Agency's legal writing program and are valuable tools to improving legal writing. For this reason, we encourage Regions to have training sessions to discuss the tips and recommendations from this book. Presenters of a training session on this book may earn one Management Development Program credit for presenting a training session on the book to staff in their office.

Regions are also reminded to ensure that new staff view the five Legal Writing Program videos which are available on the intranet by going to Training,

Legal Writing Program, Review Series of Legal Writing Program with Tim Terrell or by clicking [here](#).

If you have any questions about this memorandum, you may contact your AGC or deputy.

/s/
R. A. S.

cc: NLRBU

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